

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

**Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.**

<b>ORGANIZATION</b>					
RESEARCH FACILITIES SERVICES COMPETENCY					
<b>EMPLOYEE NAME</b>					
<b>TRAINING REQUIRED</b>	<b>TRAINING METHOD</b>	<b>WHEN REQUIRED</b>	<b>DURATION</b>	<b>RENEWAL DATE (IF APPLICABLE)</b>	<b>SUPERVISOR SIGN/DATE UPON COMPLETION</b>
<b>ALL EMPLOYEES</b>					
Center Director's annually mandated training (e.g. Ethics & IT Security)	Class/video/web based	Within first year	As required	Annual/as required	
LMS: Policy Manual, OUP, applicable CPs, OPs, and TDs	On-the-job Training	First Year	4 hours	N/A	
NASA Strategic Plan	On-the-job Training	Immediate	2 hours	N/A	
Safety Overview	On-the-job Training	Immediate	1 hour	N/A	
<b>SUPERVISORS</b>					
New Supervisory Training	Classroom	Within first year	80 hours	N/A	
Management & Supervisory Training (MAST)	Classroom	Within first year (or prior)	48 hours	N/A	
Time & Attendance Entry and Approval	On-the-job Training	Within 3 months	1 hour	N/A	
Electronic PR System	On-the-job Training	Within 3 month	1 hour	N/A	

FACILITY SAFETY HEAD/FACILITY COORDINATOR					
Safety Training per LAPG 1740.3	Class/Video	Immediate	2 hours	As Required	
Hazardous Materials	On-the-job Training	Immediate	4 hours	N/A	
CMTS/MSDS	On-the-job Training	Immediate	4 hours	N/A	
FACILITY ENVIRONMENTAL COORDINATOR					
Facility Environmental Coordinator Annual Training	On-the-job Training	Immediate	2 hours	N/A	
METROLOGY REPRESENTATIVE					
Metrology Process Management (LMS-CP-0506, LMS-CP-0510)	OJT/Review with Center Metrology Manager	Immediate	4 hours	N/A	
PROPERTY CUSTODIANS					
NASA Equipment Management (NPG 4200.2B)	NEMS Equipment Manager (classroom)	Immediate	6 hours	N/A	
SPECIALIZED EQUIPMENT OPERATORS					
Applicable Equipment Operations and Safety Considerations	Classroom/On-the-job	Prior to operating equipment	As required	As needed	
CERTIFIED OPERATORS/PRACTITIONER					
Applicable Certification Training	Classroom/On-the-job	Prior to operations	As required	As needed or required	